

Revision Log

Class: PA321

Date: 9/17/14

Page	Revision
3	Changed graphic to reflect upgraded Adobe Connect tool
4	Changed graphic to reflect upgraded Adobe Connect tool
11	<p>Definition for Change: NOTE</p> <ul style="list-style-type: none">• Changed text to: <i>Infotype 9834 is the only infotype in the Grievance process on which you should use the Change (pencil) function.</i> <p>Definition for Copy updated</p> <ul style="list-style-type: none">• From – <i>Modify or update an infotype to ensure that history is maintained (as long as you change the effective date accordingly). If you don't use a new effective date, you are overwriting history on some infotypes.</i>• To - <i>Create a duplicate record to modify with needed changes and maintains history.</i>